



<b>Job Title</b>	<b>Principal Planner</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>7</b>	<b>Job Code</b>	<b>18006</b>

### Class Specification – Principal Planner

#### Summary Statement:

The purpose of this position is to perform a variety of advanced, highly-complex professional planning activities and serves as a program team leader in a functional planning area. Perform advanced planning duties by reviewing complex land development applications, redevelopment, and comprehensive urban planning functions within the Planning Department; assist in coordinating assigned activities and projects with other divisions, outside agencies, and the general public; lead and coordinate single or multi-jurisdictional community planning processes related to land use growth and development, urban design, and transportation; ensure compliance with professional standards and regulations; and perform a variety of duties relative to assigned area of responsibility. Duties also include proposing innovations regarding the land use application process; recommend innovative project alternatives, including design alternatives; manage major multi-faceted projects, including policy plans, ordinances, and site development; and supervise staff as assigned.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
55%	Reviews land use applications for compliance with city code and other applicable regulations; verifies all components of applications are provided and are in compliance; processes submittals for distribution; manages public notification requirements; researches site history and legal records; communicates to private stakeholders; writes technical review letters; solves applicant problems; presents project proposals at public hearings of the City Planning Commission and City Council; reviews applications of appeals of prior decisions; and testifies in legal proceedings regarding land use review process and legal compliance of City actions
10%	Performs pre-application research; enters data regarding location and requests details for potential development; researches zoning, planning, development, geologic, and drainage history for site. Communicates research with applicants, communicates developmental process, applicable regulations, and potential pitfalls.
20%	Manages one of the planning teams and the team members (Planner I's, Planner II's and Senior Planners) by tracking work loads, providing guidance, assigning projects, and evaluating performance.



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10%	May be assigned to assist with the development of long-range master plans; research existing plans for subject area; survey subject area for conditions that need to be addressed through the planning process; and identifying and convincing stakeholders to understand and compile issues and concerns.
5%	May be assigned to assist with writing of land use regulations and policies; researching issues, identifying stakeholders, and communicating to stakeholders the issues, concerns, and solutions; and presenting regulations and policies to the Planning Commission and City Council for formal adoption.
5%	May be assigned as a liaison to various boards and commissions, represents the department on various issues. As the liaison, may be required to attend meetings, prepare reports and agendas.

### **Competencies Required:**

**Human Collaboration Skills:** Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in planning, geography, architecture, public administration, or a related field.

Experience: Five years of full-time responsible planning experience and two years of supervisory experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary action and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these tasks.

**Supervision Received:**

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**

Monitors budget/fiscal expenditures (typically non-discretionary expenditures) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, digital camera, vehicle, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, GIS software, and photo software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014